

REQUEST FOR PROPOSAL (RFP)

RFP No.: SVC-09-040
Issue Date: February 13, 2009
Title: **Domestic Violence Prevention and Services Programs**
Commodity Code: 95221, 95278
Location: Statewide
Initial Contract Period: July 1, 2009 – June 30, 2010
Proposal Due Date and Time: April 06, 2009 (5:00 P.M.)
Issuing Agency: Commonwealth of Virginia
Department of Social Services
Division of Family Services
7 North 8th Street, 4th Floor
Richmond, VA 23219-3301

Sealed Proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. **Proposals received after that time will be returned without consideration.** Send or hand deliver all proposals directly to the issuing agency shown above. **DO NOT FAX OR EMAIL.**

All Inquiries For Information Should Be Directed To: Lenora Jones Elliott Phone: (804) 726-7510

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

_____	Date: _____
Name of Organization	
_____	By: _____
Address	(Signature In Ink)
_____	Name: _____
	(Please Print)
_____	Title: _____
City State Zip Code	
E-mail: _____	Phone: (____) _____
	Fax: (____) _____

An **optional** pre-proposal conference will be held on March 04, 2009, at the Tuckahoe Public Library, 1901 Starling Drive, Henrico, VA 23229-4564, from 10:00 A.M. until 12:30 P.M. (see Appendix III for directions).

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an applicant because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. PURPOSE

The intent and purpose of this Request for Proposals (RFP) being issued by the Virginia Department of Social Services (VDSS), is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services through public and private non-profit, incorporated agencies and organizations in Virginia whose service programs have as their main purpose the provision of direct crisis services to victims of domestic violence. Crisis services include, but are not limited to, hotline services, crisis intervention, safety planning and access to shelter available 24 hours per day to victims of domestic violence who are in imminent danger.

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia providing comprehensive domestic violence services. For all non-profit organizations, proof of IRS 501(c)3 designation is required at the time of application. For this funding opportunity, preference will be given to Accredited Domestic Violence Programs. Un-accredited service providers will be considered. Steps to gain an accreditation status should be included in the proposal.

Through this single solicitation, funding from four streams will be distributed. Each recipient of a sub grant award (Sub Grantee) will receive funding for the period from July 1, 2009 through June 30, 2010 (State Fiscal Year 2010) from each of the following sources:

- VFVPP: The Virginia Family Violence Prevention Program (CFDA 93.667) is a funding source appropriated by the Virginia General assembly for the provision of domestic violence services.
- FVPSA: The Family Violence Prevention and Services Act (CFDA 93.671) is a federal funding source. Funds are awarded to Virginia for the provision of shelter and services for victims of domestic violence.
- VOCA: The Victims of Crime Act (CFDA 16.575) is a federal funding source. Funds are awarded to Virginia for the provision of services for victims of domestic violence.
- TANF: Temporary Assistance to Needy Families (CFDA 93.558) is a federal funding source intended to assist low-income families achieve self-sufficiency.

For the period of July 1, 2008 through June 30, 2009, a total of \$6,053,396 was awarded to 45 organizations and local governments. VDSS has not received final notification of funding levels at this time; however, it anticipates funding to remain approximately the same for the period from July 1, 2009 through July 30, 2010, and anticipates awarding approximately 40-50 Sub Grantee awards in various amounts from \$23,000 to \$210,000.

VDSS will determine the proposal(s) that are the most advantageous and represent the best value to the Commonwealth and will award sub-grants to those Applicants.

Best Value Acquisition (BVA): A process used to acquire goods and non professional services in which best value concepts will be applied. The best value award is based on

evaluation criteria as stated in the solicitation with consideration to nonprofessional services that offer the greatest benefit(s) in meeting the needs of the public body. Refer to RFP Section V for more information.

II. BACKGROUND

Since 1982, the Virginia Department of Social Services (VDSS) has been working with the statewide domestic violence coalition and local domestic violence programs to promote effective and supportive services to victims of domestic violence in communities across the Commonwealth. Funds provided to domestic violence programs are intended to meet the individual needs of their community.

III. STATEMENT OF NEEDS

Applicants are required to propose services that address the full spectrum of services benefiting victims of domestic violence and their children including, but not limited to victim assistance, domestic violence prevention and services for low income families.

A. Priority will be given to accredited programs that:

1. Offer a full array of crisis and core services to victims of domestic violence
2. Provide services addressing an unmet need in the community for victims of domestic violence
3. Are currently funded through VDSS Domestic Violence Prevention and Services Grant for the continuation of successful services

B. Domestic Violence Program Requirements

The funds available for distribution have numerous obligations. Please note that all Sub Grantees must:

1. Comply with all federal and state laws
2. Collect statistical information on services provided and enter it into the Virginia Data Collection Project (VAdat)
3. Budget only for costs and expenses necessary for the performance of the grant
4. Charge no fees for victim services
5. Display Civil Rights information
6. Maintain time and attendance records for all funded staff
7. Prohibit discrimination per Federal regulations
8. Utilize volunteers
9. Determine need and ensure that a minimum of 20% of clients are TANF eligible (below 200% of the Federal Poverty Level)
10. Ensure that 20% of clients are families with children below age 18

11. Protect the confidentiality of client information.
12. Provide match, cash or in-kind: 20% for established programs, 35% for new programs
13. Provide VDSS with total funding for program by source (Attachment B, page 3)
14. Maintain the confidentiality of any shelter location

Additional requirements are listed in the General Terms & Conditions, Special Terms & Conditions and all Assurances listed in Attachment E.

C. Unallowable services with these grant funds:

1. Services to perpetrators
2. Juvenile Justice activities
3. Fundraising
4. Crime prevention
5. Inpatient treatment services
6. Contract services without prior permission
7. Lobbying/administrative advocacy
8. Research

Additional restrictions are listed in the Virginia Department of Social Services FY 2010 Program Guide for Allowability of Costs – Appendix II

D. Federal Outcome Measures

Effective October 1, 2008, the Family Violence Prevention and Service Act (FVPSA), a program of the US Department of Health and Human Services, required each state to begin collecting data from the local domestic violence programs regarding the outcomes of services. This project, "Documenting Our Work", developed by the National Resource Center, uses data to evaluate domestic violence services and how services provided are helpful to the victims. Funded programs are required to report on the new outcomes as reported directly by those who use domestic violence program services.

1. As a result of contact with the domestic violence program, at least 65% or more of domestic violence survivors will have strategies for enhancing their safety.
2. As a result of contact with the domestic violence program, at least 65% of domestic violence survivors will have knowledge of available community resources.

E. Statewide Outcome Measures:

Through VAdata, VDSS will continue to collect 4 outcome measures used in recent years. This information shall be reported by the Sub Grantees on a quarterly basis to VDSS along with other program specific information. The intent of the outcomes is to measure the success of statewide funding. VDSS recognizes that due to varying demands of each individual Sub Grantee, large discrepancies may occur between the statewide goal and the locally measured percentages.

1. Hotline Services: At least 70% of individuals making victim related (victim, family & friend) calls to the hotline are more informed about the dynamics of domestic violence and services available through domestic violence programs;
2. Shelter: At least 70% of survivors requesting shelter are protected from violence and abuse from the perpetrator by the arrangement for or provision of shelter;
3. Advocacy Services: At least 70% of DV survivors are able to identify their safety options through participation in the development of a safety plan; and
4. Community Resources: At least 75% of DV survivors who call the hotline are given referrals to community resources to increase their capacity to acquire resources needed to live a violence-free life.

F. Local Outcome Measures

Applicants are encouraged to develop outcomes that are specific to their services and are reflective of the activities planned for the contract period. Every outcome must have a method of evaluation. If the federal and/or statewide outcomes clearly demonstrate the success of services described in the Workplan, then they may be used in lieu of, or in addition to, local outcome measures.

* Note that any increase or decrease from FY 2009 funding levels has not been announced. **Proposals from existing programs should reflect no more than a 2% increase over their current funding level.**

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Applicant agencies may submit only one proposal per agency in response to this RFP. The application is due by the date and time listed on the cover sheet.

Copies of this Request for Proposals, including the necessary forms and instructions may be downloaded from the state's procurement website, eVA at www.eva.state.va.us. In addition, copies may be obtained at the VDSS website. This may be accessed at www.dss.virginia.gov. Click on Forms and Applications and then click on Grant Opportunities. Select the *Domestic Violence Services and Prevention RFP* Number SVC-09-040.

If you have additional questions regarding the grant application, please contact:

Lenora Jones Elliott, Domestic Violence Program Specialist

Telephone: 804.726.7510

Email: lenora.joneseelliott@dss.virginia.gov

Or

Nancy Fowler, Program Manager

Telephone: 804.726.7502

Email: nancy.fowler@dss.virginia.gov

A. GENERAL INSTRUCTIONS

1. In order to be considered for selection, applicants must submit a complete response to this RFP. **One (1) original and five (5) copies of each proposal must be submitted to the Virginia Department of Social Services (VDSS).** No other distribution of the proposal shall be made by the offer or. The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>April 06, 2009</u>	<u>5:00 pm</u>
Name of Applicant	Due Date	Time
_____	<u>SVC-09-040</u>	_____
Street or Box Number	RFP No.	
_____	<u>Dom. Violence Prev. & Serv.</u>	
City, State, Zip Code	RFP Title	

The envelope should be hand delivered or mailed to:

Division of Family Services
Attn: Lenora Jones Elliott
Virginia Department of Social Services
7 North 8th Street, 4th Floor
Richmond, VA 23219-3301

2. The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation.
3. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in VDSS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by VDSS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Proposals should be written in a manner that does not presume a high knowledge of domestic violence on the part of the reviewers.

- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents which cross-references the RFP requirements. No other attachments should be submitted.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. The inability of an Applicant to satisfy a "must" or "shall" requirement does not automatically remove that Applicant from consideration; however, it may seriously affect the overall rating of the Applicant's proposal.
- e. Proposals must be typed, double spaced on 8.5" x 11" paper using type no smaller than size 12. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume. The use of paperclips, staples or rubber bands does not meet this requirement.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*, however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- g. Oral Presentation: Applicants who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to VDSS. This provides an opportunity for the offer or to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. VDSS will schedule the time and location of these presentations. Oral presentations are an option of VDSS and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that VDSS and a review committee may properly evaluate the capabilities to provide the required goods/services. Applicants are required to submit the following items as a complete proposal, in the order listed:

1. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. RFP Checklist / Table of Contents (Attachment G)
3. Agency Information Sheet (Attachment A)
4. Additional Agency Information forms (Attachment B1 – B3)
5. VAdata report: Established programs only - Run and attach the report titled Quarterly Progress Report – VDSS Domestic Violence Program. Submit the report for the period January 1, 2008 to December 31, 2008.
6. Project Narrative – The Narrative shall follow the following format

Introduction: (1 page)

Please outline your organization or agency by describing the following:

- History
- Philosophy
- Mission

If your agency is an umbrella agency:

- Describe how domestic violence is incorporated into the philosophy and mission of your agency

Problem Statement: (3 pages)

Please respond to the following:

- Describe the situation to be addressed
- Relate this to the purpose and goals of the agency
- Express a reasonable dimension of the services to be provided (do not try to solve all of the problems of your community)
- State the needs in terms of the needs and problems of victims (not the applicant organization's or agency's)
- Support your needs with statistical evidence
- Describe the current relationship with stakeholders in your service area regarding domestic violence.
- Identify the gaps in services

Program Objectives: (3 pages)

Describe the outcomes of the program in measurable terms. Keep in mind the following:

- Identify at least one objective for each problem or need committed to in the problem statement
- Objectives are outcomes
- Attached Work Plans will detail this section. The Activities portion of the narrative has been removed. Use only the Work Plan to elaborate on what your program will do to meet the objectives

Evaluation: (2 pages)

Present a plan for determining the degree to which the program objectives (described above) are met:

- Present a plan for evaluating accomplishment of program objectives
- Present a plan for evaluating and modifying methods over the course of the program
- State the criteria for success
- Describe what data will be collected
- Describe how data will be collected
- Describe how data will be analyzed

Non Accredited Programs only: (1 page)

- Did agency apply for accreditation in November 2008?
- Has the agency been certified or accredited in the past and if so, when?
- What steps are currently being taken to achieve accreditation status?

Other funding: (1 page)

Please describe your agency's current and future activities to finance expanded services and complementary programs.

7. Work Plans (Attachment C.1). Complete the Activities/Outcomes Work Plan forms to describe the project methodology. Duplicate Attachment C as needed. Instructions for completing the work plans are listed with the attachment.
8. Budget (Attachment D.1). Complete pages 1 – 6 of the Itemized Budget Sheet with a description of all proposed expenditures. Detailed instructions for the Budget are listed with the attachment. All expenses included in the proposal must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project.
9. Budget Narrative. This document will justify the proposed expenditure by explaining the need for it. Instructions for the Budget Narrative are with the Budget instructions. (Attachment D).

10. Additional Attachments

- a. Cooperative Agreements that demonstrate collaboration with other agencies in your community that best reflect the scope of services provided. A listing of other agreements, the partners and the effective dates may be added to demonstrate overall community collaboration.
- b. Organizational chart that clearly shows all positions funded through this RFP
- c. Job Descriptions including and qualifications for each position responsible for project implementation
- d. Attach method used to monitor and evaluate staff performance (this may be an excerpt from Program Personnel Policy)
- e. Signed Authorization / Certifications (Attachment E 4)
- f. Confidentiality Assurance
- g. Confidentiality policy
- h. Certification Regarding Lobbying (Attachment E 6-7)
- i. Certification Regarding Assurances for Non-Construction Programs (Attachment E 8-9)
- j. Quarterly progress reports from the 1st and 2nd quarters of FY 2009 – Narrative section only (Established programs only)
- k. Copy of most recent audit
- l. W-9 Form (Attachment F)
- m. Certificate of Incorporation from the State Corporation Commission (non-profit applicants only)
- n. 501 (C)3 Certification from the IRS (non-profit applicants only)
- o. List of Current members of the Board of Directors (non-profit applicants only)
- p. One complete copy of the RFP must be returned with the original proposal. The RFP consists of pages 1-25 of this document without the attachments or appendixes.

V. EVALUATION AND AWARD CRITERIA

- A. EVALUATION CRITERIA: Proposals will be evaluated by the Division of Family Services and a multidisciplinary committee of individuals who have expertise in areas such as domestic violence, family violence, contracts management, program development, non-profit management and other related fields of experience. The review committee will make programmatic and budgetary recommendations for contract awards. The recommendations for funding will be submitted to the Commissioner of the Virginia Department of Social Services or his designee.

To be considered for funding, proposals must first meet the stated objectives, general and specific requirements outlined in this RFP. Proposals will be evaluated using the Best Value Acquisition (BVA) procedure. Using the BVA methodology the evaluation will be adjectival and rated according to the following descriptions:

Rating	Description
Exceptional	Exceeds requirements and demonstrates an exceptional understanding of goals and objectives. One or more major strengths exist. No significant weaknesses exist.
Acceptable	Demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.
Marginal	Demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exists. Weaknesses will be difficult to correct.
Unacceptable	Fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

Criteria are listed in the order of importance

- 1. Description of Proposed Project**
 - a. Proposed services are directly provided to domestic violence survivors
 - b. Proposed services reflect the stated priority areas
 - c. Staffing and services are clear
 - d. Proposal gives a clear definition of the population to be served and the need for services
 - e. Work Plans are complete, concise and reflect the same work as the narrative
- 2. Description of Applicant Agency**
 - a. Applicant agency mission addresses provision of services to survivors of domestic violence
 - b. Demonstrates community collaboration through cooperative agreements and description of services
 - c. Past 2 quarterly reports show progress toward FY 2009 outcome measures (for established programs)
 - d. Applicant is an Accredited Domestic Violence Program
- 3. Budget**
 - a. All costs are reasonable, allowable, and support the proposed activities, outputs and outcomes.
 - b. Budget forms are accurate and complete. Sources of in-kind match are correctly calculated and meet funding requirements.
 - c. Applicant organization or agency, through administrative structure and past performance, demonstrates the ability to maintain required records and fiscal accountability.
 - d. Budget Narrative fully explains the proposed costs.
 - e. Salary amount requested for personnel does not exceed the percentage (%) of time spent on project for that position.
- 4. Content**
 - a. Concise and complete

- b. Realistic in scope
- c. Reflects “best or promising practices”
- d. Reflects congruence among all application components
- e. Demonstrates planning in all aspects
- f. Table of contents is included and accurate

5. Other

- g. Project evaluation
- h. Future funding
- i. Plans for future accreditation are clearly stated and attainable
(currently un-accredited programs only).
- j. Number of priority areas met

- B. BEST VALUE AWARD(S): Selection shall be made of multiple applicants deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the applicants so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each applicant so selected, VDSS shall select the offer or which, in its opinion, has made the best proposal, and shall award the contract to that applicant. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the applicant’s proposal as negotiated.

VI. REPORTING AND DELIVERY REQUIREMENTS

A. PROGRESS REPORTS:

- a. Quarterly Progress Reports: The Sub Grantee shall submit a report on the progress toward the outcomes identified in the proposal. Reports will contain detailed descriptions of Program Activities and Issues, a VAdat statistical report; Case Studies and a Trend Analysis. The form is included herein (Attachment H).
- 2. Final Report: The Sub Grantee shall submit a final report that will address the overall achievements of the year, as well as the progress toward the outcomes identified in the proposal. A fiscal year VAdat report shall be included. The form is included herein (Attachment I).

VII. PREPROPOSAL CONFERENCE

OPTIONAL PREPROPOSAL CONFERENCE: An optional pre-proposal conference will be held on March 4, 2009. The purpose of this conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, applicants who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VIII. GENERAL TERMS AND CONDITIONS

- A. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the sub grantee are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The sub grantee shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, applicants certify to the Commonwealth that they will conform to the provisions of the *Federal Civil Rights Act of 1964*, as amended, as well as the *Virginia Fair Employment Contracting Act of 1975*, as amended, where applicable, the *Virginians With Disabilities Act*, the *Americans With Disabilities Act* and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the sub grantee agrees as follows:
 - a. The sub grantee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The sub grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The sub grantee, in all solicitations or advertisements for employees placed by or on behalf of the sub grantee, will state that such sub grantee is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The sub grantee will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offer or, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, applicants certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, applicants certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- G. ANTITRUST: By entering into a contract, the sub grantee conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by a VDSS purchasing officer.
- J. PAYMENT:
1. To Prime Sub Grantee:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the sub grantee directly to the payment address shown on the contract. All invoices shall show the state contract number and the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately

determined at the time orders are placed. In such cases, sub grantees should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the sub grantee, in writing, as to those charges which it considers unreasonable and the basis for the determination. A sub grantee may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A sub grantee awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The sub grantee is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A sub grantee's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime sub grantee who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors, subgrantees and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF APPLICANTS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the services/furnish the goods and the offer or shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect applicant's physical facilities prior to award to satisfy questions regarding the applicant's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offer or fails to satisfy the Commonwealth that such offer or is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the subgrantee in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. VDSS may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The subgrantee shall comply with the notice upon receipt. The

sub grantee shall be compensated for any additional costs incurred as the result of such order and shall give VDSS a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the sub grantee accounts for the number of units of work performed, subject to VDSS's right to audit the sub grantee's records and/or to determine the correct number of units independently; or
 - c. By ordering the sub grantee to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The sub grantee shall present VDSS with all vouchers and records of expenses incurred and savings realized. VDSS shall have the right to audit the records of the sub grantee as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to VDSS within thirty (30) days from the date of receipt of the written order from VDSS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the sub grantee from promptly complying with the changes ordered by VDSS or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the sub grantee responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, VDSS will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.
- R. DRUG-FREE WORKPLACE: During the performance of this contract, the sub grantee agrees to (i) provide a drug-free workplace for the sub grantee's

employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the sub grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the sub grantee that the sub grantee maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a sub grantee, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- S. NONDISCRIMINATION OF SUB GRANTEEES: An applicant shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offer or employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- T. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

IX. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The sub grantee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The sub grantee further agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments"

or the Single Audit Act and OMB Circular A-133. A sub grantee who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133.

A copy of all audits must be forwarded to VDSS within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

- B. CANCELLATION OF CONTRACT: VDSS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the sub grantee. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the sub grantee of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. CONFIDENTIALITY: The sub grantee assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's informed, written, reasonably time-limited consent and only in accordance with federal law or the Code of Virginia. Sub grantees who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Sub grantees shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Sub grantees and their employees working on this project may be required to sign a confidentiality statement.
- D. EQUIPMENT: Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the attached budget. Equipment purchased under this agreement shall be retained by the Sub grantee during the period of performance of the agreement. Ownership of equipment purchased under this agreement may revert to VDSS at the end of the agreement period when ownership is requested by VDSS in writing. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents
- E. CONTRACTOR AS INDEPENDENT CONTRACTOR: During the performance of this contract, the sub grantee shall be regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or VDSS.

The sub grantee shall be responsible for all its own insurance and federal, state, local and social security taxes.

- F. CONTRACTOR PERFORMANCE: VDSS may monitor and evaluate the Sub grantee's performance under the contract through analysis of required reports, expenditure statements, site visits, peer reviews, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant's services or operations, audit reports, and other mechanisms deemed appropriate by VDSS. Performance under this contract shall be a primary consideration for extension of this contract and may be a consideration in future contract awards and negotiations.
- G. OBLIGATION OF APPLICANT AGENCY: By submitting a proposal, the applicant covenants and agrees that the applicant has satisfied itself, from its own investigation of the conditions to be met, that the applicant fully understands its obligation and that it will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- H. OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared VDSS pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the sub grantee in the performance of its obligations under this grant shall be the exclusive property of VDSS and all such materials shall be remitted to VDSS upon completion, termination or cancellation of this contract. The sub grantee shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the sub grantee's obligations under this grant without the prior written consent of VDSS. Any materials produced under this contract must bear a statement that the project was supported by VDSS and identify the title of the funding source.
- I. PRIME SUB GRANTEE RESPONSIBILITIES: The sub grantee shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime sub grantee. The sub grantee agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- J. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for up to 2 successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- K. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of VDSS. In the event that the sub grantee desires to subcontract some part of the work specified herein, the sub grantee shall furnish VDSS the names, qualifications and experience of their proposed subcontractors. The sub grantee shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- L. SMOKE FREE ENVIRONMENT: By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
- M. SUPPLANTATION OF FUNDS: The applicant assures that funds made available under this grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for domestic violence services and prevention activities.
- N. POLITICAL ACTIVITY: The restrictions of the *Hatch Act*, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the *Hatch Act*, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
- O. DISCRIMINATION PROHIBITED: No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the *Justice Assistance Act of 1984*, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or sub grant supported

or benefiting from the grant. The sub grantee must comply with the provisions and requirements of Title VI of the *Civil Rights Act of 1964* and its implementing regulations 28 CFR 41.101 et. seq. The sub grantee must further comply with Section 504 of the *Rehabilitation Act of 1973*, as amended, and its implementing regulations; the *Age Discrimination Act of 1973*, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title 11 of the *Americans with Disabilities Act (ADA)*(1990); (42 USC. 12131-12134 & 28 CFR 35)

X. METHOD OF PAYMENT

COMPENSATION to the sub grantee for delivered services shall be as follows:

- A. The sub grantee shall be paid on a cost reimbursable basis.
- B. Actual expenditures shall be invoiced pursuant to approved line item budget categories as submitted in Attachment D.1.
- C. No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. No more than **two** budget amendments will be permitted during the grant period. No budget amendment will be approved within 60 days of the end of the grant year. Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative.
- D. The invoice period may be monthly **or** quarterly. The sub grantee shall invoice VDSS each month or quarter on forms supplied by VDSS and shall submit an invoice showing no services delivered if that is the case in any invoice period. VDSS shall not be obligated to pay for services when the sub grantee fails to submit invoices for such services within thirty (30) calendar days after the close of the **of the specified invoice period** in which services were delivered. Invoices and financial reports which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice. If errors are found in the invoice, the 30 days will be from the date errors are corrected.
- E. Fourth quarter, or final invoices shall be submitted in the following manner: One invoice must be received for the months of April and May only. This invoice must be received by the VDSS no later than June 6. (*Applicable to contractors invoicing on a quarterly basis*) An invoice for June expenditures shall be submitted separately no later than July 10. (*Applicable to all sub grantees*)
- F. If the sub grantee fails to correctly provide any services and/or reports as specified in the terms and conditions of the grant, and in the time period specified, VDSS may withhold payment of an invoice until said services and/or reports are provided. All services provided by the contractor pursuant to this grant shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The sub grantee shall not

receive payment for work found by VDSS to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.

- G. Reimbursement shall be made electronically, using the Virginia Department of Account's Remittance Electronic Data Interchange (EDI).
- H. The sub grantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. VDSS will monitor expenditures.

XI. ATTACHMENTS

- A. Domestic Violence Program Information
- B. Additional Program Information
- C. Instructions for Completing Work Plan Form
 - C.1 Work Plan Form
- D. Instruction for Completing Budget Forms
 - D.1 Budget Forms
- E. Authorizations/Certifications/Assurances
- F. W-9 Request For Taxpayer Identification Number
- G. Application Checklist/ Table of Contents
- H. Quarterly Progress Report
- I. Final Progress Report

XII. APPENDIXES

- I. Definitions
- II. Allowable/Unallowable Expenses
- III. Pre-Application Workshop Registration Form

**Domestic Violence Prevention & Services Grant
Department of Social Services
Request for Proposals Number SVC-09-040**

Grant Program:	Domestic Violence Prevention & Services Program		
Applicant:			
Mailing Address:			
Applicant Federal ID Number:			
Program Title:			
Grant Period:	July 1, 2009 – June 30, 2010		
Application Type:	<input type="checkbox"/> New; OR , <input type="checkbox"/> Established; and , <input type="checkbox"/> Check this block only if the applicant is a DV Program that is certified (full or provisional) by Virginia Sexual and Domestic Violence Action Alliance		
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address			
Phone:			
Fax:			
Email:			
Budget Request:	Total Requested from VDSS	Match (20% or 35%)	Total Project Budget
<input type="checkbox"/> Check this box if the program will be invoicing on a Quarterly basis			
<input type="checkbox"/> Check this box if the program will be invoicing on a Monthly basis			

Signature of Project Administrator

Date

ADDITIONAL PROGRAM INFORMATION

1) Applicant Type ☐ Nonprofit ☐ Local Government

2) Does the applicant provide residential DV shelter directly?

☐ Yes

☐ # of Beds

If yes, indicate the number of beds, as approved by the local building official, available to DV victims and their children.

☐ No

If no, how is emergency shelter provided to those in imminent danger?

Please make any comments appropriate regarding question #2:

3) **Please run a DVP - VDSS VAdat report (identified as VDSS- Domestic Violence Program) for January 1, 2008 – December 31, 2008 and attach it following this page.**

4) Check below the services provided by your program. Indicate which of these services will be provided through this funding.

Provided	Funded with VDSS Funds		Statistics for calendar year 2008	
		24 Hour Crisis Hotline Service		# of calls
		Shelter (Residential)		# of people/nights
		Shelter (Arranged)		# of people/nights
		Crisis Intervention		# served (advocacy)
		Safety Planning		# served (advocacy)
		Survivor Support Groups		# groups
		Information and Referral		
		Emergency Transportation		
		Coordination of Services		
		Counseling/Support		# served
		Court Accompaniment		# served
		Children's Services		# served
		Children's Support Groups		# of groups
		Volunteer Program		# of active volunteers
		Systems Advocacy		
		Community Education & Public Awareness		# of presentations
		Other		

List any other services in the space above

ADDITIONAL PROGRAM INFORMATION

5) # of Full Time Staff: _____ # of Volunteers: _____

of Part Time Staff: _____ # of volunteer hour used per week: _____

Describe how volunteers are utilized:

6) Does your agency serve other populations in addition to serving victims of domestic violence and their children, i.e. homeless adults / children, substance abusers, people with disabilities?	__ Yes, __ No
---	---------------

If responding yes to question 6, please provide a brief description of the population served:

7) Is your agency a joint domestic violence / sexual assault program?	__ Yes, __ No
---	---------------

8) Please list the localities served by your agency and the funding received from each for FY 2008:

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Total Domestic Violence Program Revenue			
SOURCE	2007-08 (ACTUAL)	2008-09 (PROJECTED)	COMMENTS
From: Virginia Department of Social Services:			
Domestic Violence Grant			
VOCA Child Abuse Prevention			
Child Abuse Treatment			
Other			
From: Virginia Department of Criminal Justice Services:			
Sexual Assault Program Grant			
Grants to Encourage Arrest Policies and Enforcement of Protective Orders			
Victim/Witness Program			
Domestic Violence Victim Fund			
From: Virginia Department of Health:			
Rape Prevention and Education Grant			
From: Virginia Department of Housing and Community Development (DHCD)			
SHARE Shelter Support Grant			
SHARE Federal Shelter Grant			
Child Services Coordinator Grant			
Child Care for Homeless Children Grant			
Other Funding:			
United Way / Specify:			
Other Revenues / Specify			
Total Revenue	\$	\$	

INSTRUCTIONS FOR COMPLETING WORK PLAN FORM

Performance Measurement is a system for measuring the **results** of public programs.

Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with "the end in mind" e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. e.g. To reduce child abuse and neglect.

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* E.g. the number of victims participating in support groups or the number of community presentations.

Outcomes: Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effects a program is intended to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

Outcome Measures: Documents the condition of clients after a service has been provided e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes.*

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

The offeror may use the statewide measures or may develop measures that are more specific to the needs of their program.

Example:

Activity



Staff Responsible



Output



Interim Outcome



Outcome Measure

Agency "x" will provide parenting classes for parents known to CPS

John Doe

6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/09 – 7/15/10

Parents will use redirection, positive reinforcement & praise to promote desired behavior

80% of parents completing course will use redirection, praise and positive reinforcement as measured by "x" instrument.

SAMPLE Work Plan

FROM 7/1/2009 TO 6/30/2010 CONTRACTOR NAME Domestic Violence Agency of the Region CONTRACT # _____

HIGH LEVEL OUTCOME: To improve the safety of the victims

ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY <i>Qualitative results from activity. What difference will the service make?</i>	EVALUATION * <i>Qualitative & Quantitative Outcome Measures</i>
Provide crisis intervention and safety planning for domestic violence victims in the shelter	All Staff	Provide crisis intervention and safety planning for 75 domestic violence victims. Services will be provided for clients throughout the grant cycle.	Domestic violence victims will understand the dynamics of domestic violence and the value of safety planning.	At least 70% of domestic violence survivors will be able to identify their safety options through the creation of their own specific safety plan.
Provide educational presentations and public awareness activities in the service areas.	Staff 1 Staff 2 Staff 3	10 public awareness events will take place through the fiscal year 1000 pieces of printed material will be disseminated 24 public education presentations	Participants will gain an understanding of the dynamics of domestic violence. They will learn how they can address the problem of domestic violence.	75% of participants surveyed will report an increase in knowledge and understanding of domestic violence on the evaluation forms completed.
Provide 24 hr. hotline	All Staff and Volunteers	1,500 calls will be answered throughout the grant cycle.	Domestic violence victims will have the support and information they need and/or request.	At least 70% of callers making victim related calls to the hotline will be more informed about the dynamics of DV and the services available to them.

Work Plan

FROM ____/____/____ TO ____/____/____ CONTRACTOR NAME _____ CONTRACT # _____

HIGH LEVEL OUTCOME:

ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE <i>List position titles</i>	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY <i>Qualitative results from activity. What difference will the service make?</i>	EVALUATION * <i>Qualitative & Quantitative Outcome Measures</i>

* Outcome measures can include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.

BUDGET INSTRUCTIONS

Budget Forms:

There are two versions of the Budget Forms. The version in this RFP is a Word Document. The instructions below correspond to the Word Document. Also available as a separate attachment is an Excel Spreadsheet. You are encouraged to use the Excel Spreadsheet. If you use the Word document, you must ensure that your numbers add up correctly and match the totals on the Budget Summary.

Word Document:

Page 1 – Budget Summary: Complete pages 2 through 5 first, then fill in the subtotal amounts in the corresponding rows in the column labeled “Requested from VDSS”. Fill in the Match amounts from page 6 into the column labeled “Total Match Amount”. Add the columns together to calculate the “Total Project Budget”.

Page 2- Itemized Budget for Salaries: This form details what staff will be funded through this grant and their job responsibilities as they relate to administration and prevention efforts.

Grant Period: Please indicate the length of the grant that you are applying for. For example, if the grant begins in July 2009 and it is for one year, the grant period would be July1, 2009 to June 30, 2010.

Grantee Name: Specify the name of your program.

Staff Positions: In this column, list all staff positions, to be financed with awarded grant funds. Examples of staff positions would be Shelter Manager or Court Advocate.

Hours Per Week: Indicate the total number of hours per week each position will work. This includes time that will not be funded by VDSS. For example, if the Shelter Manager is full-time but will only be funded by VDSS for 20 hours a week, the total hours per week for this position would be 40.

% of Time on Project: Calculate the percentage of time that will be spent by each staff position performing the duties and services applicable to this project. For example, if a full-time domestic violence advocate devotes one half of the work week to the VDSS project, then the % of time on the project is 50%. The percentage of time indicated as being on the project must not exceed the % of funding requested to support the position.

% of time on Administrative Functions: Of the time on the project indicate the % of time this position will spend performing administrative responsibilities.

% of Time on Prevention Planning and Activities: Of the time on the project indicate the % of time this position will spend planning, preparing, and performing prevention efforts.

Annual Salary: Specify the total gross yearly salary for each staff position.

Amount Requested from VDSS: This amount requires a calculation of the Annual Salary multiplied by the % of time on the project. For example, a staff person making \$20,000 and working 60% of their time on the VDSS funded project would be eligible to receive \$12,000 for salary and 60% of benefits.

Total Salaries Requested from VDSS: The sum of the amounts requested for each staff position.

Page 3- Itemized Budget for Employee Benefits: This sheet details the benefits offered to employees of your program.

Staff Position Number: Identify which staff positions you are requesting funding for the employee benefits in the first column (from pg. 2 of Itemized Budget).

% or Rate: Indicate the rate or other bases for determining the cost which your program will pay

Annual Cost: Enter the cost for all staff positions listed.

Amount Requested from VDSS: VDSS will pay a pro-rated amount based on the % of time on the project for each position.

Total Annual Cost: Sum of the amounts listed per staff.

Total Amount Requested from VDSS: Sum of the amounts listed per staff.

Pages 4 & 5- Itemized Budget- Other Proposed Expenses

Description of Proposed Expenditures: For each line item describe how DSS funds will be used in that category to support project related activities. Be sure to include any rates or formulas needed to calculate projected costs.

Example: Printing 500 copies of a new brochure. The cost per item is .39.
The cost of 500 (brochures) x .39 (each copy) = \$195.00.

Proposed DSS Funds: Each section is divided into a category header (bold) and sub categories. Each **bold** line item category should contain the sum of the sub categories. Indicate the amount needed for each sub category.

Example: **Rent & Utilities** = 4,000.00
Rent = 3,000.00
Utilities = 500.00
Phone = 500.00

Subtotal For This Page: Sum of the amounts indicated for each category listed on this page.

Total Amount Requested from DSS: Sum of the subtotals from pages 2 - 5.

Page 6 – Match: This sheet lists the Matching funds to support the project. A 20% cash or in-kind match from non-federal sources is required from all existing programs. A 35% match is required of new programs.

Match funds for this grant cannot be used as match for any other funding source.

A 20 % match can be calculated by dividing the amount of the request by .80 and subtracting the amount requested from the figure obtained. For example, a budget request of \$100,000 would be divided by .80, which equals \$125,000. Then subtract \$100,000 from \$125,000. The difference of \$25,000 is the 20% match.

Budget Narrative:

A Budget Narrative must accompany your Budget Forms. The Narrative shall follow the line items of the Budget Forms. This is a separate document from the Budget Forms.

For each line item requested, please provide a complete explanation and justification of the proposed expense. For example, if you are requesting Printing costs, justify the request by explaining what will be printed, to whom it will be distributed, in what quantity, and the per piece cost. Be as specific as you can be.

Assume that the grant review committee is unfamiliar with domestic violence programs. Give them as much information as possible about what you will be doing with the funds requested. Unjustified expenses may not be funded.

DOMESTIC VIOLENCE PREVENTION & SERVICES GRANT

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS			
GRANT PERIOD: FROM / / TO / / GRANTEE NAME: _____			
BUDGET CATEGORY	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT	TOTAL PROJECT BUDGET
SALARIES		-	-
EMP. BENEFITS		-	-
BUILDING		-	-
OFFICE & PROGRAM		-	-
EQUIPMENT		-	-
CONTRACT SERVICES / CONSULTANTS		-	-
TRAINING, TRAVEL, TRANSPORTATION		-	-
OTHER (Total)		-	-
		-	-
TOTAL REQUESTED FROM VDSS		\$ -	\$ -
* Awarded funds cannot be used to supplant existing funds.			

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

GRANT PERIOD: FROM / / TO / / GRANTEE NAME: _____

SALARIES	Hours Per Week	% of Time on Project	% of Time on Administrative Functions	% of Time on Prevention Planning and Activities	Annual Salary	Amount Requested from VDSS
STAFF POSITION	40	50%	10%	0%	30,000	15,000
1		0%		-	-	
2		0%		-	-	
3		0%		-	-	-
4		0%		-	-	-
5		0%		-	-	-
6						
7						
8						
9						
10						
TOTAL SALARIES Requested from VDSS					\$	\$

Employee Benefits				
Employee Benefits	Staff Position #	% or Rate	Annual Cost	TOTAL BENEFITS Requested from VDSS
FICA				
PENSION / RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				
TOTAL BENEFITS Requested from VDSS				\$0

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ____ / ____ / ____ TO ____ / ____ / ____ GRANTEE NAME: _____

LINE ITEM	DESCRIPTION OF PROPOSED EXPENDITURES (include rate or formula)	PROPOSED DSS FUNDS
3. BUILDING		\$0
Rent		\$0
Utilities		\$0
Maintenance		\$0
Household Supplies		\$0
4. OFFICE & PROGRAM		\$0
Printing		\$0
Postage		\$0
Communications		\$0
Program Supplies and Costs		\$0
Publicity/Advertising		\$0
Office Supplies		\$0
5. EQUIPMENT		\$0
Equipment Purchase		\$0
Equipment Rental		\$0
Subtotal For This Page		\$0

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES		
GRANT PERIOD: FROM / / TO / / GRANTEE NAME: _____		
LINE ITEM	DESCRIPTION OF PROPOSED EXPENDITURES (include rate or formula)	PROPOSED DSS FUNDS
6. CONTRACT SERVICES / CONSULTANTS		\$0
Family Violence Hotline		\$0
Interpreters		\$0
7. TRAVEL, TRANSPORTATION, & TRAINING		\$0
Travel		\$0
Transportation		\$0
Training		\$0
8. OTHER TOTAL		\$0
Other (specify)		\$
Other (specify)		\$
Other (specify)		\$0
Other (specify)		\$0
Subtotal For This Page		\$0
TOTAL AMOUNT REQUESTED FROM VDSS: (Should match the total at the bottom of page 1)		\$ 0

ITEMIZED BUDGET - MATCH DOCUMENTATION

GRANT PERIOD: FROM ____ / ____ / ____ TO ____ / ____ / ____ GRANTEE NAME: _____

BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
SALARIES					
EMP. BENEFITS					
BUILDING					
OFFICE & PROGRAM					
EQUIPMENT					
CONTRACT SERVICES / CONSULTANTS					
TRAINING, TRAVEL, TRANSPORTATION					
OTHER (Total)					
SALARIES					
Total Amount Supplied by Match					\$

AUTHORIZATIONS & CERTIFICATIONS

Initial each and sign below

Authorization To Receive Automated Data

_____ 1. _____ (Agency Name) gives permission for the Virginia Department of Social Services to receive aggregate statistical data entered into the statewide data collection system, VAdata, managed by the Virginia Sexual and Domestic Violence Action Alliance. This authorization begins at the beginning of the funding cycle, July 1, 2009 and ends June 30, 2010.

Certification To Receive Electronic Reimbursement

_____ 2. This document constitutes certification that _____ (Agency Name) is registered with, or will apply for access to, the Virginia Department of Accounts, Remittance Electronic Data Interchange Virginia. Virginia Department of Social Services will use the REDI system for all reimbursements (www.doa.virginia.gov).

Checks will be not be made to the applicant agency.

No Fee Assurance

_____ 3. On behalf of _____ (Agency Name), I certify that fees are not charged for services to victims of domestic violence.

Confidentiality

_____ 4. On behalf of _____ (Agency Name), I certify that confidentiality policies are in place prohibiting the agency from:

- 1) disclosing any personally identifying information or individual information collected in connection with services requested, utilized, or denied through our programs, and
- 2) revealing individual client information without the informed, written, reasonably time-limited consent of the person.

I also acknowledge that this requirement prohibits _____ (Agency Name) from disclosing for the purposes of a Homeless Management Information System personally identifying information about any client. Non-personally identifying data in the aggregate regarding services to clients and non-personally identifying demographic information may be shared in order to comply with Federal, State or tribal reporting, evaluation, or data collection requirements.

Agreement with Terms and Conditions

_____ 5. I certify that _____ (Agency Name) will comply with all Terms and Conditions listed herein and will comply with the provisions of the Victims of Crime Act of 1984, 42, U. S. C. 10601, et. seq., as amended, and all other federal and state laws and guidelines that apply to this award.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Authorized Signature

Date

Title

Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 35 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

U.S. DOE-ID/PSD (3/97)

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - g. Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

___ Check if there are workplaces on file that are not identified here.

When notice is made to such a central point, it shall include the identification number(s) of each affected grant.
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME of APPLICANT

GRANT NUMBER

PRINTED NAME and TITLE of AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Previous Edition Usable
Standard Form 424B (Rev. 7-97)
Authorized for Local Reproduction
Prescribed by OMB Circular A-102

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE:

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition

Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401

et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

APPLICANT ORGANIZATION

DATE SUBMITTED

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER(S) AND CERTIFICATE

Each person or organization doing business with the Commonwealth of Virginia must provide the follow information.

Please return this form in the enclosed envelope.

ORGANIZATION ENTITY:

Please provide reportable name where applicable.

Original Submission

Additional Addresses (See Back of Form)

Address correction

Check Only One:

☐ Individual ☐ Sole Proprietor ☐ Corporation
☐ Partnership ☐ Government ☐ Trust
☐ Estate ☐ Other (Please Describe) _____

Social Security Number _____ and/or Employer Identification Number _____

ENTER THE FOLLOWING:

Legal Name _____
(Must match the Social Security Number, if applicable)

Trade Name _____
(Must match the Employer Identification Number, if applicable)

Payment Address _____ IRS 1099 Form _____

_____ Mailing Address _____

Dun's # _____ Dun's # _____

Contact Person _____ Telephone Number (_____) _____

Please respond to the following: (See back of form for definitions.)

Are you a United States Citizen?	Yes _____	No _____
Is your organization tax exempt?	Yes _____	No _____
Are you a Real Estate Agent?	Yes _____	No _____
Are you a Minority owned business?	Yes _____	No _____
Are you a Woman owned business?	Yes _____	No _____
Are you a Small business?	Yes _____	No _____
Are you a Faith Based Organization?	Yes _____	No _____ (See Back)

If you are a Minority owned business, please indicate the type of Minority.

☐ African American ☐ Hispanic American ☐ Native American
☐ Asian-Pacific American ☐ Subcontinent-Asian American ☐ Other Minority

Are you registered with the Dept. of Minority Business Enterprise? If yes, enter your certificate No. _____.

Government Agencies, please respond to the following:

Are you Federal _____, State _____ or Local _____? (Please check one.)

If you are considered Local, what is your FIPS code ? _____

Certification: Under penalties of perjury, I certify that:

- (1) The number (s) shown on this form is my correct taxpayer identification number (s) (or I am waiting for a number to be issued to me).
 - (2) The organization entity and all other information provided is accurate.
 - (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 - (4) I am a U.S. person (including a U.S. resident alien).
- (You must cross out item (3) above if you been notified by the IRS that you are currently subject to backup withholding because of under-reporting interest or dividends on your tax return.)

Signature _____

Date _____

Additional Address

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your Dun's number for each site. If you don't have a Duns number you may obtain one by calling 1-888-814-1435

Definitions:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.
- **Women-owned business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a minority woman is considered as a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**
- **Minority-owned business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control," "Operate," and "Ownership" have the same meanings mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent-Asian Americans" include U.S. Citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.
- **Faith Based Organizations:** If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".
- Department of Minority Business Enterprise: If you have not registered with the Virginia Department of Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their web site, www.dbme.state.va.us

This form may also be downloaded by clicking on the following link:

http://www.localagency.dss.state.va.us/divisions/finance/files/finance/forms/Forms/W9_Report_for_Taxpayer_ID_Numbers_and_Certificate.pdf

Application Checklist/ Table of Contents

Description	Page Number(s)	Included	Not Included
Cover Sheet		<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist / Table of Contents (This page)		<input type="checkbox"/>	<input type="checkbox"/>
Signed Domestic Violence Program Info Form		<input type="checkbox"/>	<input type="checkbox"/>
Additional Program Information Sheets		<input type="checkbox"/>	<input type="checkbox"/>
VAdata Report - VDSS Domestic Violence Program (Established Programs Only) 1/08 – 12/08		<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative		<input type="checkbox"/>	<input type="checkbox"/>
Work Plans		<input type="checkbox"/>	<input type="checkbox"/>
Budget Forms (pages 1-6)		<input type="checkbox"/>	<input type="checkbox"/>
Budget Narrative		<input type="checkbox"/>	<input type="checkbox"/>
Cooperative Agreements		<input type="checkbox"/>	<input type="checkbox"/>
Organizational Chart		<input type="checkbox"/>	<input type="checkbox"/>
Job Descriptions		<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality Policy		<input type="checkbox"/>	<input type="checkbox"/>
Signed Authorization / Certification		<input type="checkbox"/>	<input type="checkbox"/>
Signed Certification Regarding Lobbying, Debarment, and Drug-Free Workplace		<input type="checkbox"/>	<input type="checkbox"/>
Signed Assurances, Non-Construction Programs		<input type="checkbox"/>	<input type="checkbox"/>
2 Quarterly Progress Reports, Narrative Section Only (Established Programs Only)		<input type="checkbox"/>	<input type="checkbox"/>
Copy of Most Recent Audit		<input type="checkbox"/>	<input type="checkbox"/>
W-9 Form		<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Incorporation from the State Corporation Commission (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
501©3 Certification from the IRS (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
List of Current Board Members (non-profit applicants only)		<input type="checkbox"/>	<input type="checkbox"/>
One complete copy of the RFP (pages 1-25) Attached to Original Only		<input type="checkbox"/>	<input type="checkbox"/>

Quarterly Progress Report – Domestic Violence Funding – FY2010

Sub-grantee Name:		Sub-grant Number:	
Project Administrator' Name:		Date of Report:	
E-mail:		Telephone:	
Report Period Ending: 9/30 <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/>			
Report Due Date: 10/30 1/29 4/30 7/30			
Person Completing Report:		Telephone:	E-Mail:

This progress report is required as part of the program reporting requirements of the Virginia Department of Social Services RFP # SVC-09-040. The report must include:

Work Plan

For each outcome measure described in your Workplan, provide statistical data for services provided during this reporting period. If outcomes were not met, please include information regarding the barriers you encountered that prevented you from reaching your target goals. If goals were met, provide information celebrating your program's success in reaching your outcomes.

Quarterly Status Report

Attach a copy of the VAdat report entitled "VDSS Domestic Violence Program" for the appropriate report period. We encourage programs to make comments regarding the data provided, including analysis and recommendations for future reporting.

Quarterly Case Study

Provide, on a separate page, two case studies, reflecting the service needs of a domestic violence survivor. One case study must focus on services provided to meet the needs of an under-served population in your community. Please be sure to include the unique needs of that population. Include at least four ways in which funds have been used to assist survivors through the services provided through this grant. Be sure to include barriers and remaining service gaps. DO NOT USE ANY PERSONALLY IDENTIFYING INFORMATION ABOUT THE SURVIVOR.

Trends

Identify any emerging issues or notable trends impacting crime victim's services in your community. (Please provide at least one trend.)

Victim Compensation

Provide statistics and any relevant information regarding assisting victims to file Criminal Injuries Compensation. Include the number of requests processed and the outcome if available.

Mail an original and one copy of this report, and attachments, to Lenora Jones Elliott, Domestic Violence Program Specialist, VDSS, Division of Family Services, 7 North Eighth Street, 4th Floor, Richmond, Virginia 23219.

If you have questions please contact Lenora Jones Elliott at 804-726-7510.

Final Progress Report – Domestic Violence Funding – FY2010

Sub-grantee Name:	Sub-grant Number:	
Project Administrator' Name:	Date of Report:	
E-mail:	Telephone:	
Report Due Date: 8/31		
Person Completing Report:	Telephone:	E-Mail:

This progress report is required as part of the program reporting requirements of the Virginia Department of Social Services RFP # SVC-09-040. The report must include:

Program Activities and Issues

Provide a narrative that includes the following elements:

- A. A summary of the Activities and Outcomes for the year. Address each target outcome. If outcomes were not met, please include information regarding the barriers you encountered that prevented you from reaching your target goals. If goals were met, provide information celebrating your program's success in reaching your outcomes.
- B. A description of your most significant prevention activity during the year.
- C. A summary of evaluations and feedback received from clients regarding the services provided by your program and any changes your program made in response.

Final Status Report

Attach a copy of the VAdat report entitled "VDSS Domestic Violence Program" for the entire fiscal year (7/1/09 – 6/30/10). We encourage programs to make comments regarding the data provided, including analysis and recommendations for future reporting.

Special Activities

Provide, on a separate page, notable activities conducted by your program to improve delivery of services to victims of domestic violence. You may include needs assessments, training and collaborative efforts.

Trends

Identify emerging issues or notable trends impacting crime victim's services in your community during the fiscal year. (Please provide at least one trend.)

Victim Compensation

Provide statistics and any relevant information regarding assisting victims to file Criminal Injuries Compensation. Include the number of requests processed and the outcome if available.

Mail an original and one copy of this report, and attachments, to Lenora Jones Elliott, Domestic Violence Program Specialist, VDSS, Division of Family Services, 7 North Eighth Street, 4th Floor, Richmond, Virginia 23219.

If you have questions please contact Lenora Jones Elliott at 804-726-7510.

Attachment I

APPENDIX I

DEFINITIONS

Accredited Program means a domestic violence crisis program which has received Full or Provisional Accreditation from the Virginia Sexual and Domestic Violence Action Alliance, the Virginia statewide coalition of domestic violence programs.

Administrative advocacy refers to any attempt to understand and intercede in the rulemaking process on the federal, state, or local level.

Administrative Work is non-direct services. Any time, work, or efforts directed at the overall needs of the program including, but not limited to staff supervision, bookkeeping, grant writing, data entry or research.

Domestic Violence Crisis and Core Services include but are not limited to:

24-Hour Crisis Telephone Service (Hotline): Telephone access to support and crisis counseling and information regarding the program's services to domestic violence survivors and their children on a twenty-four hour basis.

Children's Services: Services provided by the Domestic Violence Program that address the safety and immediate service needs of children of victims who are receiving services.

Coordination of Services: Work on behalf of victims of domestic violence assuring access to resources that will meet each victim's needs.

Crisis Counseling and Safety Planning: Counseling provided by trained volunteers/staff to assess the immediate needs of victims of domestic violence, assist with exploring options to create a course of action to maintain victim safety, and respond to the immediate crisis.

Emergency Transportation: Access to a mode of transportation for domestic violence victims and their children as they to leave a violent situation and gain access to a safe location.

Information and Referral: To disseminate information regarding community resources and referrals to victims of domestic violence and members of the public to educate and empower the service recipients.

Legal Advocacy: Work with and on behalf of victims of domestic violence who are using the legal system to meet their identified needs. Legal advocacy must support and empower victims as they explore their legal options

Shelter: Temporary emergency housing, including safe homes, motels and/or a shelter facility.

A **Residential Shelter** is a facility operated by the applicant agency to provide safe accommodations, available 24-hours a day, 7 days a week, for victims of domestic violence and their children who are in danger or in fear of further abuse..

Supportive Counseling: Counseling, support, and education provided by an individual trained in domestic violence counseling.

Volunteer Program: A system for recruiting, training, and utilizing volunteers in the domestic violence program.

Established Program means any program which **CURRENTLY RECEIVES** funding from the Virginia Department of Social Services through domestic violence contracts.

Finance Officer is the person who will be responsible for fiscal management of funds

New Program means any program **NOT CURRENTLY** funded by the Department of Social Services.

Personally Identifying Information any information that may be used to identify a particular victim. Such information includes name, date of birth, social security number, and address.

Prevention Work is any time work or effort done with the goal of domestic violence prevention. This work may include, but is not limited to, public awareness activities, school presentations, developing or distributing literature or participation on community collaboration teams.

Project All services, activities and efforts presented in this proposal and funded by VDSS.

Project Administrator is the person who has authority to formally commit the not-for-profit organization, locality, or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Project Director is the person who will have day-to-day responsibility for managing the project

Services to Underserved Populations means programs and protocols that make services available to domestic violence victims who are members of underserved populations. Populations may be underserved due to ethnic, racial, cultural, language diversity, or geographic isolation.

Virginia Department of Social Services is the issuing agency and the purchaser. Also referred to as VDSS or the Department.

APPENDIX II

Virginia Department of Social Services FY 2010 Program Guide for Allowability of Costs

		Yes = Y, No = N, Restrictions on use = R				
	Budget Line Item	VOCA	FVPSA	TANF	STATE General Funds	Allowable for VDSS Domestic Violence Grant?
1	PERSONNEL					
	Direct Service Staff	Y	Y	Y	Y	Y
	Direct Service Supervisor	Y	Y	Y	Y	Y
	Administrative & Support Staff	R Only for the portion of time used for program documentation, victim records, required reports and statistics.	Y	Y	Y	R Only for the portion of time used for program documentation, victim records, required reports and statistics.
	Fundraiser/fund development	N	N	N	N	N
	Board/Advisory Council members	N	N	N	N	N
	Stipends/Honorariums	N	N	N	Y	N
	Bonuses	N	N	N	N	N
2	PAYROLL TAXES & BENEFITS					
	For Personnel as allowed above	Y	Y	Y	Y	Y
	Deferred compensation match	N	N	N	N	N
	Severance for direct service staff	Y	Y	Y	Y	Y
3	BUILDING					
	Rent/Mortgage					
	Rent (prorated)	Y	Y	Y	Y	Y
	Mortgage payments	N	N	N	N	N
	Utilities					
	Gas, electric, water & sewer	Y	Y	Y	Y	Y
	Security Systems	Y	Y	Y	Y	Y
	Insurance					
	Building liability	N	N	N	Y	N
	Personal property	N	N	N	Y	N
	Maintenance and Repairs					
	Building modifications (handicap access)	Y (if owned)	Y	Y (if owned)	Y	Y
	Building improvements	N	Y	N	Y	N
	Garbage collection	Y	Y	Y	Y	Y
	Cleaning service	Y	Y	Y	Y	Y
	Building repairs	Y (if owned)	Y	Y(if owned)	Y	Y

	Household Supplies					
	Cooking utensils/dishware	Yes, for shelter programs only				
	Bedding and linens	Yes, for shelter programs only				
	Cleaning supplies	Y	Y	Y	Y	Y
	Paper products	Y	Y	Y	Y	Y
	First Aid kit and supplies	Y	Y	Y	Y	Y
4	OFFICE AND PROGRAM EXPENSES					
	Printing					
	Administrative policies and paperwork (incl Annual Report)	N	N	N	Y	N
	Protocols, working agreements	N	Y	N	Y	Y
	Needs Assessments/surveys/studies	N	Y	N	Y	N
	Brochures, program literature	Y	Y	Y	Y	Y
	Public presentations materials	Y	Y	Y	Y	Y
	General public awareness on issues	N	Y	N	Y	Y
	Community education of non-victims	N	Y	N	Y	Y
	Postage					
	Administration related correspondence	N	N	N	Y	N
	Program and educational materials	Y	Y	Y	Y	Y
	Client correspondence	Y	Y	Y	Y	Y
	Communications					
	Phone leases & maintenance fees	Y	Y	Y	Y	Y
	Billing (local long distance, and toll-free)	Y (direct services)	Y	Y	Y	Y
	Voice mail, call waiting	Y	Y	Y	Y	Y
	Cable or satellite dish	N	N	N	Y	N
	Internet service	Y	Y	Y	Y	Y
	Program Supplies and Costs					
	Victim food and meals	Y	Y	Y	Y	Y
	Victims support group food	Y	Y	Y	Y	Y
	Staff meeting snacks	N	N	N	Y	N
	Board meeting foods	N	N	N	Y	N
	Support group supplies	Y	Y	Y	Y	Y
	Children's activity supplies	Y	Y	Y	Y	Y
	Shelter based family support activities	Y	Y	Y	Y	Y
	Client emergency basic need items	Y	Y	Y	Y	Y
	Client medical costs	N	N	N	N	N
	Resource materials, books, videos	Y (direct services)	Y	Y	Y	Y
	Computer software (separate purchase)	Y (direct services)	Y	Y	Y	Y
	Subscriptions to newspapers, magazines	Y	Y	Y	Y	Y
	Software development	Y	Y	N	Y	N
	Publicity/Advertising					

	Recruitment of staff (grant funded only)	Y	Y	Y	Y	Y
	Recruitment of volunteers	Y	Y	Y	Y	Y
	Public information and event notices	Y (direct services)	Y	Y	Y	Y
	Purchase of promotional items	N	Y	N	Y	Y
	Web page development	N	Y	Y	Y	Y
	Office Supplies					
	Paper, pens, folders, toner, etc.	Y (direct services)	Y	Y	Y	Y
	Business computer software	N	Y	Y	Y	Y
	Insurance					
	Malpractice (professional liability)	Y	Y	Y	Y	Y
	Auto insurance	Only if vehicle was purchased with grant funds				R
	Equipment maintenance/repair/lease					
	Shelter program equipment	Y	Y	Y	Y	Y
	Vehicle	Only if vehicle was purchased with grant funds				R
5	EQUIPMENT Purchases					
	Shelter program equipment (washer, dryer, freezer, refrigerator, stove)	Y	Y	Y	Y	Y
	Phone Systems (purchase)	Y	Y	Y	Y	Y
	Cell phones	Y	Y	Y	Y	Y
	Typewriters	Y	Y	Y	Y	Y
	Shredders	Y	Y	Y	Y	Y
	Copiers	Y	Y	Y	Y	Y
	Fax machines	Y	Y	Y	Y	Y
	Computers	R	R	R	Y	R
	Overhead and LCD projectors	Y	Y	Y	Y	Y
	DVD players	Y	Y	Y	Y	Y
	Television	Y	Y	Y	Y	Y
	TTY/TDD machines & Braille equipment	Y	Y	Y	Y	Y
	Filing cabinets	R	Y	Y	Y	R
	Desks and Chairs	R	Y	Y	Y	R
	Client use sofas, chairs, tables, etc.	Domestic Violence Shelter Programs Only				
	Playground equipment	Domestic Violence Shelter Programs Only				
	Lighting	Y	Y	Y	Y	Y
	Security equipment	Y	Y	Y	Y	Y
	Vehicle (prior approval required)	Y	Y	R	Y	Y
6	CONTRACT SERVICES / CONSULTANTS					
	Interpreters	Y	Y	Y	Y	Y
	Mental health providers	Y	Y	Y	Y	Y
	In-service trainer for direct service staff development	Y	Y	Y	Y	Y
	In-service trainer for administration or board service	N	N	N	N	N
	Bookkeeping/Financial/Auditing	N	Y	Y	Y	N
	Administrative services	N	Y	N	Y	N
	Legal services for program	N	Y	Y	Y	N

	Animal care for sheltered victims	Y	Y	N	Y	Y
	Hotel/Motel safe housing	Y	Y	Y	Y	Y
	Family Violence Hotline	Y	Y	Y	Y	Y
7	TRAVEL , TRANSPORTATION & TRAINING					
	Travel and Transportation					
	Direct service work mileage and lodging	Y	Y	Y	Y	Y
	Administration mileage and lodging	N	Y	Y	Y	Y
	Transportation for client safety	Y	Y	Y	Y	Y
	Bus tickets, tokens, taxi (victim transportation)	Y	Y	Y	Y	Y
	Board/Advisory Council business	N	N	N	Y	N
	Laundry, entertainment, alcohol	N	N	N	N	N
	Direct service work meals	Y	Y	R	Y	Y
	Victim relocation expenses	N	N	N	Y	Y
	Purchase or lease of necessary vehicles	R	R	R	N	R
	Vehicle insurance	Y	Y	Y	Y	Y
	Vehicle maintenance/repairs (prorated, if shared)	Y	Y	Y	Y	Y
	Training (includes travel, meals, lodging, mileage, registration)					
	For direct service staff and volunteers	Y	Y	Y	Y	Y
	For administration services	N	Y	N	Y	Y
	Direct service training provided to other agencies	N	Y	N	Y	Y
	Crime victim participation in conferences	N	Y	N	Y	Y
	Purchase of books, manuals, DVDs (direct service)	Y	Y	Y	Y	Y
	Web-based training	R	Y	Y	Y	Y
	Food provided at training	Y	Y	Y	Y	Y
	Salary payment for training participants	N	N	N	N	N
8	Other					
	Indirect Costs	N	N	Y	Y	N
	Memberships to professional organizations	Y	Y	Y	Y	Y
	Program relocation expenses	N	N	N	R	R

For further detail about federal funding guidelines, please use the following links:

- Victims of Crime Act (VOCA)
http://www.justicia.gobierno.pr/rs_template/v2/FonFed/Download/Ref_C_VOCA.pdf
- Family Violence Prevention and Services Act (FVPSA)
<http://uscode.house.gov/download/pls/42C110.txt>
- Temporary Assistance to Needy Families (TANF)
http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a87.pdf

APPENDIX III

Domestic Violence Prevention and Services Grant Pre-Proposal Conference Registration

Tuckahoe Public Library

**1901 Starling Drive
Henrico, VA 23229-4564
Richmond, VA 23229
Ph: (804) 270-9578**

From I-95 South:

Take the I-295/I-64 West, Charlottesville exit. As you approach the end of I-295, DO NOT travel west to Charlottesville, but continue on and take the I-64 East, Richmond exit. Continue East on I-64. Take exit 181 South for Parham Road. From the exit road, turn right onto Parham Road and proceed through the Three Chopt Road intersection. Turn right at the next traffic light onto Starling Drive. The library is on the left.

From I-95 North:

Take the exit for I-64 West. Take exit 181 South for Parham Road. On Parham, proceed through the Three Chopt Road intersection. Turn right at the next traffic light onto Starling Drive. The library is on the left.

From I-64 East or West:

Use the I-64 exit 181 to Parham Road South. On Parham, proceed through the Three Chopt Road intersection. Turn right at the next traffic light onto Starling Drive. The library is on the left.

From Southside:

Take the Chippenham Parkway across the Willey Bridge. Chippenham becomes Parham Road after the bridge. Proceed on Parham across Patterson Avenue (about three miles). Continue on Parham past Regency Square Shopping Center on the left at Parham and Quioccasin. Go the third traffic light which is Starling Drive. Topeka Steakhouse is at the corner of Starling and Parham. Take a left onto Starling Drive. The library is on the left.

Registration

Domestic Violence Prevention and Services Grant Pre-proposal Workshop

Wednesday, March 4, 2009
Richmond, VA
10:00- 12:30

Pre-registration is not required, but appreciated, by 2/27/2009

Name: _____

Program: _____

Total # Attending: _____

Others Attending: _____

Please print and bring with you: the RFP, all attachments and all
appendices.

Copies will not be provided for all attendees at the conference.

Fax registration to:
Division of Family Services
Office of Family Violence
804-726-7895